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Department of Law & Judiciary

Law (Establishment) Division

Notification

14/06/2018-LD(Estt.)/939

The Notification No. 14/06/2018-LD(Estt.) dated 01-06-2023 which is issued by the Government of Goa, is hereby published for general information of the public.

By order and in the name of the Governor of Goa.

Amir Y. Parab, Under Secretary (Estt.)
Law.

Porvorim, 2nd June, 2023.

Notification

14/06/2018-LD(Estt.)

The High Court of Bombay at Goa Officers and the Members of the Staff on the Establishment

(Recruitment and Conditions of Service) Rules, 2023.

In exercise of the powers conferred by Article 229 of the Constitution of India, the

Hon'ble Chief Justice of the High Court of Judicature at Bombay hereby makes the following rules to regulate the method of recruitment and other conditions of service of the Officers and the members of the staff serving on the Establishment of the High Court of Bombay at Goa and all other matters incidental thereto:—

1. *Short title, application and commencement.*— (1) These rules may be called the High Court of Bombay at Goa Officers and the members of the Staff on the Establishment (Recruitment and Conditions of Service) Rules, 2023.

(2) They shall apply to the posts specified in column (2) of the Schedule hereto.

(3) They shall come into force from the date of their publication in the Official Gazette.

2. *Definitions.*— In these rules unless the context otherwise requires,—

(a) "Chief Justice" means the Chief Justice of the High Court of Judicature at Bombay;

(b) "Degree in law" means a Degree qualifying the holder for enrolment as an Advocate under the Advocates Act, 1961 (Central Act 25 of 1961);

(c) "Duty" a person is said to be 'on duty' as a member of the service,—

(i) when he is performing the duties of a post borne on the cadre of the service, or is undergoing the probation; or

(ii) when he is on joining time; or

(iii) when he is absent from duty during vacation, or on authorised holidays, or on casual leave taken in accordance with the rules or instructions regulating such leave, having been on duty immediately before and immediately after such absence.

(d) "Government" means the Government of Goa;

(e) "High Court" means the High Court of Bombay at Goa;

(f) "Other Backward Classes" means the communities so recognized by the Government from time to time;

(g) "Scheduled Caste" and "Scheduled Tribe" shall have the same meaning as are assigned to them by clauses (24) and (25), respectively, of Article 366 of the Constitution of India;

(h) "Establishment" means and includes all Offices, Departments, Sections, Branches of the High Court of Bombay at Goa;

(i) "Deputation" means temporary transfer or borrowing the services of an officer or other employees from the High Court of Judicature at Bombay and its Benches at Aurangabad or Nagpur.

(j) "Higher Standard Departmental Examination and Lower Standard Departmental Examination" shall be the examination as prescribed and regulated by the High Court Departmental Examination Rules, 1995 and shall always

be subject to said rules in so far as they are not inconsistent with the present rules.

(k) "Schedule" means Schedule appended to these rules.

(l) "Direct Recruit" or "Nominee" means a candidate who at the time of his first appointment to the High Court service is not already appointed to the service.

3. *Appointing Authority.*—

The appointing authority.— (a) for all categories of Gazetted Officers shall be the Chief Justice.

(b) for all categories of Non-Gazetted and Group C posts shall be the Registrar General. However, the Registrar General shall exercise the powers of appointment subject to the approval and overall control of the Chief Justice.

4. *Constitution of the Service at the High Court.*— (1) The service shall consist of the following classes and categories designated as under:—

Sr. No.	Name of the post	Sanctioned strength of each category of posts
1	2	3

Gazetted Officers

(1)	Registrar	2
(2)	Deputy Registrar	1
(3)	Senior Private Secretary to the Honourable Judge	1
(4)	Assistant Registrar	2
(5)	Private Secretary to the Honourable Judge	3
(6)	Librarian	1
(7)	Personal Assistant to the Honourable Judge	8
(8)	Protocol Officer-cum-Court Keeper	1
(9)	High Court Section Officer	14

1	2	3
Non-Gazetted		
(10)	Shorthand Writer (Higher Grade)	2
(11)	Shorthand Writer (Lower Grade)	2
(12)	Software Programmer	1
(13)	Assistant Section Officer	21
(14)	Junior Translator and Interpreter	1
(15)	Accountant	1
(16)	Assistant Librarian	1
(17)	Console Operator	2
(18)	Clerk	39
(19)	Driver	10
(20)	Chobdar	11
(21)	Filer	1
(22)	Binder	1
(23)	Photocopy Machine Operator (Multitasking Staff)	4
(24)	Peon (Multitasking Staff)	27
(25)	Cook (Multitasking Staff)	4
(26)	Watchman (Multitasking Staff)	1
(27)	Gardener (Multitasking Staff)	1
(28)	Sweeper (Multitasking Staff)	6
Total		169

5. Registrar General of the High Court.—

(1) The Registrar General of the High Court of Judicature at Bombay shall be the head of the Registries of the High Court of Bombay at Goa.

(2) The Registrars of the High Court of Bombay at Goa shall route their submissions to the Hon'ble the Chief Justice through the Registrar General.

6. Procedure for Direct Recruitment or Nomination.— (1) Where appointment is to be made, by direct recruitment or nomination, the Registrar (Administration) shall issue a notice inviting applications from eligible candidates for being included in the Select list, on the official website of the High Court of Bombay at Goa. Such notice shall also be published in one widely circulated English and Marathi newspaper and also in widely circulated Konkani newspaper, if any.

The notice shall indicate the number of existing vacancies sought to be filled up. It may also indicate the number of vacancies that are expected to arise in next two years. In case the expected vacancies are indicated, the selection process shall be conducted for filling up both existing and expected vacancies.

(2) Such notice, in addition to being published in the newspapers as may be directed, by the Hon'ble the Chief Justice, shall also be published on the Notice Boards of the Offices of the High Court of Bombay at Goa indicating the qualifications prescribed for the post and calling upon the applicants to produce attested copies of following certificates along with application to be submitted on or before prescribed date-

(i) Certificate or proof of date of birth.

(ii) Residence Certificate of minimum 15 years' residence in the State of Goa to be issued by the Mamlatdar.

(iii) Documentary proof, if any, of knowledge of Konkani and Marathi language.

(iv) Certificate of having passed the qualifying examination/degree, wherever applicable.

(v) Statement of marks, obtained at the qualifying examination/degree, wherever applicable.

(vi) Certificate of practice of law, wherever applicable.

(vii) Certificate of character from two respectable persons.

(viii) Certificate about prescribed Computer Knowledge issued by institute recognised by Government, wherever applicable.

(ix) Certificate of requisite speed in shorthand and/or in typing from institute, recognised by Government, wherever applicable.

(x) A Caste Certificate from such Caste Scrutiny or Verification Authority as may be prescribed by the Government wherever applicable.

(xi) Such other certificates as may be prescribed from time to time.

(3) The candidate shall declare as to whether he has been arrested anytime or whether there is any criminal prosecution pending against him or whether he is convicted by a Criminal Court or whether he has been held guilty in or is facing disciplinary enquiry.

7. *Select list.*— (1) A Select list of candidates shall be prepared for appointment to each post in accordance with these rules and notified on the Notice Board and the official website of the High Court of Bombay at Goa.

(2) The Select List shall consist of names of candidates equal to the number of vacancies notified as per sub-rule (1) of rule 6, arranged

in order of merit. If considered necessary, a wait list of candidates, arranged in order of merit, may be prepared not exceeding twenty five percent of the total number of vacancies notified.

(3) The aforesaid list(s) so prepared shall ordinarily be valid for a period of two years from the date of its notification as above:

Provided that the Chief Justice may, in his discretion, direct the appointment from those list(s) even after the expiry of the period of two years until a new list is prepared in accordance with the rules.

8. *Probation.*— (1) A person appointed to the service by direct recruitment or nomination shall be on probation for a period of two years or until an order declaring such person to have satisfactorily completed the period of probation is made by the Appointing Authority, whichever is later.

(2) The services of a probationer are liable to be terminated without notice and without assigning any reason.

9. *Nomination of Judge for supervision.*— The Hon'ble Chief Justice may nominate a Judges of the High Court for supervising the process of selection of the candidates for being included in the select list of any of the posts and may direct taking assistance of an expert for appointment to the posts requiring technical expertise.

10. *Recruitment Norms.*— (1) Subject to the method of selection as prescribed in the Schedule and guidelines issued by the High Court of Bombay from time to time, appointment of the Officers and members of the staff on the Establishment of the High Court shall be made:—

- (i) by direct recruitment,
- (ii) by selection,
- (iii) by promotion,
- (iv) by deputation,
- (v) by nomination.

(2) The number of posts, mode of appointment, qualifications, classification of the post and level in the pay matrices attached thereto and other matters shall be as specified in the Schedule:

Provided that the Government may, in consultation with the Chief Justice, vary the number of posts specified in column (3) of the Schedule from time to time subject to exigencies of work.

11. *Method of recruitment, age limit and other qualifications.*— The method of recruitment to the said posts, age limit, qualifications and other matters connected therewith shall be as specified in the Schedule.

12. *Special Deputation.*— The Hon'ble the Chief Justice may at his discretion appoint any person on the Establishment, on deputation from the High Court of Bombay Principal Seat, Benches at Aurangabad and Nagpur, Goa Judicial Service, the Maharashtra Judicial Service, any Government Department, Public Sector undertaking or Autonomous Body.

13. *Residuary Matters.*— Save as the Bombay High Court (Discipline and Appeal) Rules, 1984, the Bombay High Court (Conduct) Rules, 1989, the High Court Departmental Examination Rules, 1995 as are presently applicable and the various guidelines issued by the High Court of Bombay from time to time, the service

conditions of the Members of the staff on the Establishment not specifically covered by or under these Rules shall be governed by Laws, Rules, Regulations, Norms and Orders applicable to the Government Employees in general, in so far as they are not inconsistent with or repugnant to these rules.

(2) In the case of employees who have retired upon superannuation on or after 1st day of January 2014, till the commencement of these rules, their extension of age for all purposes including pay and allowances shall be protected for the purpose of pension and pensionary benefits.

(14) *Overriding power of the Hon'ble Chief Justice.*— Notwithstanding anything contained in these rules, the Hon'ble Chief Justice shall have power to—

(a) appoint any person at any time otherwise than in accordance with these rules in a temporary or permanent vacancy and the appointment so made shall be as effective and valid as any other appointment made in accordance with these rules;

(b) relax all or any of the qualifications or rules in making appointments and the appointments so made shall be as effective and valid as any other appointment made in accordance with these rules.

(15) Nothing contained in these rules shall be construed as abridging or curtailing the powers of the Hon'ble Chief Justice to—

(a) re-employ a person who has retired by virtue of the applicable rules; OR

(b) grant extension in service to any member of the service from time to time.

SCHEDULE

Sr. No.	Name/ Designation of Post	No. of Posts	Classification	Pay Band and Grade Pay/ Pay Scale & 7 th Pay Matrix Level	Age Limit for direct recruits	Educational and other qualifications required for direct recruits	Whether age and educational qualifications prescribed for the direct recruits will apply in the case of promotees	Method of recruitment, whether by direct recruitment/ nomination or by promotion or by deputation/ transfer or by selection and percentage of vacancies to be filled by various methods	In case of recruitment by promotion/ deputation/transfer, grades from which promotion/ deputation/transfer is to be made	If a Selection Committee exists, what is its composition
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Registrar	2	Group 'A' Gazetted Post	Pay in Judiciary	N.A.	N.A.	N.A.	N.A.	By Transfer on Deputation by selection from amongst the District Judges or Judges of City Civil Court	N.A.
2	Deputy Registrar	1	Group 'A' Gazetted Post	1) Pay in Judiciary 2) Pay equivalent in Judiciary for promotee	Nomination from amongst the advocates who are not less than 30 years and not more than 45 years of age	Nomination from amongst the Advocates who – (i) are practicing in the High Court for not less than 7 years. (ii) have sufficient knowledge of computer. (iii) Have knowledge of Konkani. (iv) knowledge of Marathi desirable	No	Deputation OR Promotion OR Nomination	(a) By promotion on merit cum seniority, from amongst the Assistant Registrars who have served as Assistant Registrar for not less than 3 years and who possess a Degree in Law; (b) selection, on merits from amongst the members of the High Court or Subordinate Courts who – (i) are not less than 45 years of age. (ii) have put in 5 years of service in the post of Assistant Registrar or an equivalent rank. (iii) possess Degree in Law from a recognized University	From amongst Judicial Officer: Selection by the Hon'ble The Chief Justice on the recommendation of the Registrar General based on suitability. From amongst Advocates and for promotion: By Two Hon'ble Judges nominated by the Hon'ble Chief Justice.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
									OR (c) Selection from cadre of the Senior Civil Judges/Chief Judicial Magistrates.	
3	Senior Private Secretary to the Hon'ble High Court Judge	1	Group 'A' Gazetted Post	(Level 12)	N.A.	N. A.	N.A.	Promotion	Appointment shall be by promotion from those Private Secretaries of the Hon'ble Judges who have served as Private Secretaries for not less than 2 years. Provided they hold a University Degree, preference being given to holders of Degree in Law.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.
4	Assistant Registrar	2	Group 'A' Gazetted Post	1) Pay in Judiciary OR (Level 11) for promotee	Nomination, from amongst the Advocates who are not less than 30 years and not more than 45 years	Nomination, from amongst the Advocates who (i) are practicing in the High Court for not less than 3 years. (ii) have sufficient Computer Knowledge, (iii) have sufficient knowledge of Konkani. (iv) knowledge of Marathi is desirable	No.	Deputation OR Promotion OR Selection OR Nomination	(a) Promotion on merit cum Seniority, from amongst High Court Section Officers who have put in not less than 5 years service and possess University Degree. Preference being given to holders of Degree in Law. (b) Selection on merit from amongst the members of the High Court or Subordinate Courts who- (i) are not less than 40 years of age. (ii) have put in at least 10 years of service and have passed Higher Standard Departmental Examination.	From amongst the advocates and by promotion: Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice. From amongst Judicial Officers: Selection by the Hon'ble The Chief Justice on the recommendation of the Registrar General based on suitability.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
									(iii) Possess University Degree, Preference being given to holders of Degree in Law from a recognized University. OR (c) Selection from amongst Civil Judges (Junior Division).	
5	Private Secretary to the Hon'ble High Court Judge	3	Group 'A' Gazetted Post	(Level 11)	N.A.	N.A.	No	Selection	Appointment shall be by selection from amongst Personal Assistants to the Hon'ble Judges who have served as Personal Assistants for not less than 2 years (Merit Cum Seniority basis) Provided they hold a University Degree, Preference being given to holders of Degree in Law.	One Hon'ble Judge nominated by the Hon'ble the Chief Justice.
6	Protocol Officer Cum Court Keeper	1	Group 'A' Gazetted Post	(Level 11)	N.A.	(i) Ex-service personnel in the pay scale of S15: Rs. 41800 - 132300. (ii) must have knowledge of Konkani. (iii) knowledge of Marathi is desirable	N.A.	Selection	Appointment shall be by Selection from amongst High Court Section Officers or Assistant Section Officers having worked as Assistant Section Officer for 3 years.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.
7	Librarian	1	Group 'A' Gazetted Post	(Level 10)	Not less than 25 years and not more than 45 years.	(i) Should have at least University Degree and Bachelor's Degree in Library and Information Science from any recognized University. (ii) Should have at least 3 years experience of working as Librarian or on any other equivalent post in any Government, University, College, School or Public Library.	(i) Age not applicable. (ii) Educational qualification as specified in Column 7(i)	Promotion OR Direct recruitment	Promotion on merit from amongst the High Court Staff having required qualification.	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
8	Personal Assistant to the Hon'ble High Court Judge.	8	Group 'A' Gazetted Post	(Level 10)	Not less than 21 years and not more than 45 years of age	(i) Possess University degree. However, this condition may be relaxed if the candidate is already working as Lower Grade Stenographer for not less than 10 years or Higher Grade Stenographer for not less than 8 years in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader preference being given to candidate possessing degree in law. (ii) Possess at least speed of 120 w.p.m in Shorthand and 50 w.p.m. in typing	N.A.	Direct recruitment	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
9	High Court Section Officer	14	Group 'B' Gazetted Post	(Level 8) and 2) After completion of 4 years of service (Level 10)	Not less than 30 years of age and not more than 45 years of age	(i) Possess University Degree, Preference being given to holders of Degree in law from a recognized University. (ii) have at least 10 years experience of office work. (iii) have Computer knowledge from a Government recognised institution. (iv) have knowledge of Konkani (v) knowledge of Marathi desirable (vi) candidate appointed by nomination shall be required to pass Lower Standard Departmental Examination prescribed by the High Court within a period of one year failing which he/she shall be liable to be discharged from service.	No	Promotion OR Selection OR Nomination Appointments by selection and nomination shall not exceed 25% of the cadre strength.	Appointment shall be (a) Promotion amongst eligible Assistant Section Officer on merit cum Seniority basis. Only those Assistant Section Officers shall be eligible who (i) have put in not less than 5 years service as Assistant Section Officer. (ii) hold University Degree (iii) has passed Higher Standard Department Examination or has been exempted from appearing in that examination. (b) selection on merits from amongst the members of the	Committee of two Hon'ble Judges nominated by the Hon'ble the Chief Justice.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
10	Shorthand Writer (Higher Grade)	2	Group 'C' Non Gazetted Post	(Level 7).	Not less than 21 years and not more than 45 years of age.	(i) must have minimum speed of 100 w.p.m in shorthand and 40 w.p.m in typing. (ii) Hold University Degree, preference being given to holders of Degree in Law. However, this condition may be relaxed if the candidate is already working as Lower Grade Stenographer in the High Court or in any other Court or Tribunal or in the office of Advocate General or Government Pleader.	N.A.	Direct recruitment	High Court or Subordinate Courts who (i) are not less than 30 years of age (ii) have put in at least 7 years of service and have passed Lower Standard Departmental Examination. (iii) possess University Degree, preference being given to holders of Degree in Law from recognized university.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available Assistant Registrar.
11	Shorthand Writer (Lower Grade)	2	Group 'C' Non Gazetted Post	(Level 6).	Not less than 21 years and not more than 45 years of age.	(i) have speed of 80 w.p.m. in shorthand and 40 w.p.m. in typing. (ii) possess University Degree, preference being given to holders of Degree in Law. This condition may be relaxed for those who have not less than 3 years experience.	N.A.	Direct recruitment	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available Assistant Registrar.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
12	Assistant Section Officer	21	Group 'C' Non Gazetted Post	(Level 6).	N.A.	N.A.	No	Promotion	By promotion from amongst eligible clerks on Seniority cum Suitability basis. Only those clerks shall be eligible who (a) have put in not less than 5 years service. (b) hold a University Degree. (c) have passed Lower Standard Departmental Examination or has been exempted from appearing in that examination.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
13	Software Programmer	1	Group 'C' Non Gazetted Post	(Level 6).	Not less than 21 years and not more than 45 years of age	University degree in Computer Science/ Applications/Computer Management or equivalent degree with 2 years working experience of actual programming. Should have exposure to Linux/Unix operating System, Object Oriented Programming, popular RDBMS. Preference would be given to programmers having exposure to web enabled applications using tools like PHP, Perl, My Sql, etc.	Yes	Promotion OR Direct recruitment	Promotion from amongst the Console Operator working in the High Court for not less than 3 years.	Two Honble Judges nominated by the Hon'ble the Chief Justice (for direct recruitment). Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar (for promotion).
14	Junior Translator and Interpreter	1	Group 'C' Non Gazetted Post	(Level 6)	Not less than 18 years and not more than 45 years of age.	University Degree in any of the languages viz. English, Hindi, Konkani and Marathi, preference being given to candidates who are holders of Degree in Law. Proficient in English and Konkani and at least any one of the following languages Hindi and Marathi.	N.A.	Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
15	Accountant	1	Group 'C' Non Gazetted Post	(Level 6)	Not less than 21 years and not more than 45 years.	(i) B. Com. or B.A. with Economics from a recognised University/ Institution. (ii) must have knowledge of Konkani. (iii) knowledge of Marathi is desirable.	N.A.	Direct Recruitment OR Deputation	Deputation: A person holding equivalent post in the Directorate of Accounts OR Government of Goa.	For direct recruitment Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
16	Assistant Librarian	1	Group 'C' Non Gazetted Post	(Level 5)	Not less than 25 years and not more than 45 years of age.	(i) Should have a University Degree and Certificate in Library and Information Science from any institution recognised by Government. OR University Degree and 3 years experience of working as Library Clerk or in equivalent or higher post in any Government, University, College, School or Public Library. (ii) must have knowledge of Konkani. (iii) knowledge of Marathi is desirable.	N.A.	Direct recruitment.	N.A.	Two Hon'ble Judges nominated by the Hon'ble the Chief Justice.
17	Console Operator	2	Group 'C' Non Gazetted Post	(Level 5)	Not less than 21 years and not more than 45 years of age	Must hold bachelors degree from a recognized University in Computer Science or related subject in first division with one year experience in related field. Should have exposure to Linux / Unix Operating System, Object Oriented Programming, popular RDBMS. Preference would be given to programmers having exposure to web enabled applications using tools like PHP, Perl, My Sql, etc.	N.A.	Selection by Direct recruitment. OR Promotion.	Promotion from amongst the Clerks working in the High Court having bachelors degree in Computer Science or related subject.	For direct recruitment: Two Hon'ble Judges nominated by the Hon'ble the Chief Justice. For promotion: Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
18	Clerk	39	Group 'C' Non Gazetted Post	(Level 2)	Not less than 18 years and not more than 45 years of age	<p>(i) Should possess University Degree, preference being given to the holders of Degree in Law.</p> <p>(ii) Possess speed at least of 40 w.p.m in English Typing.</p> <p>(iii) Possess knowledge in operating computer as may be prescribed from time to time.</p> <p>(iv) must have knowledge of Konkani.</p> <p>(v) knowledge of Marathi desirable</p>	N.A.	<p>Selection by Direct recruitment OR Promotion</p> <p>Not more than 10% vacancies to be filled by promotion from amongst eligible Drivers, Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers</p>	<p>The Registrar may, with prior approval of the Chief Justice, promote any Driver or Chobdars, Filer, Binder, Photocopy Machine Operators, Peons, Watchman, Gardener, Cooks & Sweepers, who have put in minimum 3 years of continuous service, to the post of Clerk subject to the fulfillment of the eligibility conditions mentioned in column 7.</p>	<p>Both Registrars.</p> <p>If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.</p>
19	Driver (Staff Cars)	10	Group 'C' Non Gazetted Post	(Level 2)	Not less than 21 years and not more than 45 years of age	<p>(i) Should have passed at least SSC or equivalent Examination and should be able to speak Marathi and Hindi languages.</p> <p>(ii) Should possess valid and effective driving licence under the Motor Vehicles Act, 1988 (No. 59 of 1988) to drive at least light motor vehicles.</p> <p>(iii) Should possess not less than 3 years experience of driving motor vehicles such as cars and /or heavy vehicles.</p> <p>(iv) Should have a clean driving record.</p> <p>(v) Should possess working knowledge of maintenance and ordinary repairs of the motor vehicles.</p> <p>(vi) Should know typography of the concerned city.</p> <p>vii) Should have knowledge of Konkani</p>	N.A.	<p>Direct recruitment OR Promotion</p>	<p>Promotion from amongst the eligible and willing Chobdar, Filer, Binder, Photocopy Machine Operator, Peon, Watchman, Sweeper, Gardener & Cook.</p>	<p>Both Registrars.</p> <p>If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.</p>

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
20	Chobdar	11	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment shall be made by promotion on seniority-cum suitability basis from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	By Promotion from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
21	Filer	1	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment shall be made by promotion on seniority-cum suitability basis from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	By Promotion from amongst Photocopy Machine Operators, Peons or Watchman, who have put in not less than 5 years of service.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
22	Binder	1	Group 'C' Non Gazetted Post	(Level 2)	N.A.	N.A.	N.A.	Appointment to be made by promotion on seniority-cum suitability basis from amongst Peons and Watchman who have put in not less than 3 years of service.	By Promotion on seniority-cum suitability basis from amongst Peons and Watchman.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
23	Photocopy Machine Operator (Multitasking Staff)	4	Group 'C' Non Gazetted Post	(Level 1)	N.A.	N.A.	N.A.	N.A.	By selection from amongst Peon or Watchman having workable knowledge of operation and mechanism of Photocopy Machine.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
24	Peon (Multitasking Staff)	27	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Candidate Should have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (ii) must have knowledge of Konkani. (iii) knowledge of Marathi desirable.	N.A.	Appointment by Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
25	Watchman (Multitasking Staff)	1	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Candidate Should have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (ii) Possess good physique. (iii) must have knowledge of Konkani. (iv) knowledge of Marathi is desirable.	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
26	Cook (Multitasking Staff)	4	Group 'C'	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Appointment shall be made from amongst the candidates who have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution.	N.A.	Appointment by Direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
27	Gardener (Multitasking Staff)	1	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(ii) Candidate should have adequate knowledge and experience in cooking. (iii) must have knowledge of Konkani. (iv) knowledge of Marathi desirable. (i) Appointment shall be from amongst the candidates who have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent qualification, in relevant trade, from a recognized Institution. (iii) Candidate should possess not less than 3 years experience in maintenance of gardens, lawns, plants, trees etc. (iv) must have knowledge of Konkani. (v) knowledge of Marathi desirable.	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar.
28	Sweeper (Multitasking Staff)	6	Group 'C' Non Gazetted Post	(Level 1)	Not less than 18 years and not more than 45 years of age.	(i) Appointment shall be from amongst the candidates who have passed Secondary School Examination from a recognized Board/ Institution. OR Passed Course conducted by Industrial Training Institute or equivalent	N.A.	Appointment by direct recruitment.	N.A.	Both Registrars. If one Registrar is not available then Deputy Registrar and if Deputy Registrar is not available then Assistant Registrar

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
						qualification, in relevant trade, from a recognized Institution. (ii) Candidate should possess adequate experience. (iii) must have knowledge of Konkani. (iv) knowledge of Marathi desirable.				

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